

# VACANCY



The Namibian College of Open Learning is an educational institution established by an Act of Parliament which provides courses for adults and out-of-school youth.

We are committed to providing wider access to quality educational services for our learners and other customers using a variety of open learning methods.

## NAMCOL IS AN EQUAL OPPORTUNITY EMPLOYER AND INVITES SUITABLE CANDIDATES TO APPLY FOR THE VACANCY

|               |                                             |
|---------------|---------------------------------------------|
| POSITION:     | LABORATORY TECHNICIAN (PART-TIME)           |
| DEPARTMENT:   | NORTHERN REGION                             |
| DUTY STATION: | ONGWEDIVA                                   |
| REPORT TO:    | AREA COORDINATOR (AC), LEAD TECHNICIAN (LT) |

### JOB PURPOSE:

The Laboratory Technician will conduct and manage laboratory activities and provide technical support for science-based subjects. The incumbent will ensure the effective functioning of the laboratory in line with NAMCOL policies, safety standards, and operational requirements.

### KEY PERFORMANCE AREAS:

#### 1. Providing Technical Support for Science-based Subjects

- Providing skilled routine technical assistance.
- Controlling the use of laboratories.
- Testing, setting up, and operating equipment for experiments.
- Assisting learners during practical sessions and field trips.
- Preparing reagents (stains, solutions, samples), teaching aids and materials.
- Cleaning and reorganizing practical spaces after sessions.
- Storing and dispensing chemicals and consumables in accordance with safety standards.
- General maintenance and calibration of laboratory equipment.

#### 2. Administration

- Supporting the Supervisor: Science Laboratory.
- Maintaining inventory and MSDS records in accordance with NAMCOL guidelines.
- Compiling and submitting laboratory reports.

#### 3. Technical Innovation

- Calibrating and operating technical equipment using specialized methods.
- Identifying potential safety hazards and taking corrective measures.
- Arranging for repairs of faulty equipment.

#### 4. Community Service Support

- Participating in Science Committee meetings where required.
- Managing laboratories and/or chemical storerooms.
- Supporting community science initiatives as directed.

#### 5. Planning, Budgeting and Reporting

- Identifying laboratory activity and budget needs.
- Drafting and submitting annual plans and budget proposals.
- Updating the supervisor on laboratory activities.

### JOB REQUIREMENTS:

- Minimum Educational Qualification and Experience (NQF Level 8):  
A recognised Bachelor's degree in Laboratory Sciences or a related discipline.

### KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Knowledge of laboratory equipment and instruments, laboratory safety procedures, laboratory information systems (LIS), titration and serial dilution.
- Administrative and organisational skills; good communication and interpersonal skills; supportive; problem-solving and analytical skills; critical thinking; ICT proficiency; excellent time management; goal-directed; decisive; innovative.

### WORKING CONDITIONS:

- Laboratory / Office environment. Work pressure is variable.

### DOCUMENTS IN SUPPORT OF APPLICATIONS:

- Certified copies of educational and professional qualifications;
- Names and contact details of three (3) referees.

NB: Foreign qualifications must be accredited by the Namibia Qualifications Authority (NQA).

### APPLICATION PROCEDURE:

Applications must be hand delivered to:

**The Namibian College of Open Learning (NAMCOL)**

**Northern Regional Office**

**Marula Street, Ongwediva**

**P.O. Box 80002**

Regional Manager: Mr. Sem Tangi Ntinda , Telephone: +264 83 7010528

Email: [ntinda@namcol.edu.na](mailto:ntinda@namcol.edu.na)

Kindly note that only shortlisted candidates will be contacted. While we appreciate the interest of all applicants, those who have not been contacted within two weeks after the closing date should consider their applications unsuccessful.

Closing Date for Applications: **13 August 2026 at 13h30.**

Enquiries: Mr. Sem Tangi Ntinda



**NAMCOL**

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